

eMARS Agency Kickoff Meeting

June 2, 2005



Kentucky
UNBRIDLED SPIRIT™

Agenda – eMARS Agency Kickoff

- Welcome *Alex Whitenack*
 - eMARS Update
 - Key Dates
- AIL Role and Responsibilities *Connie Camden*
- Walkthrough eMARS Training
Needs Assessment Survey *Kathy Hutcherson*
- eMARS – AIL Next Steps *Barbara Aldridge-Montfort*
- eMARS Agency Kickoff Q&A *Group*



eMARS – How did we get here?

- MARS - Implemented in 1999
- Long-term Partnership between the Commonwealth and AMS (CGI-AMS)
- Planned Upgrade to the Advantage Product
- Design Partners
 - From Inception
- Implementation Analysis – last year
- Development of Scope of Work



eMARS – Goals and Objectives

- Upgrade the MARS Financial, Procurement and Reporting modules to the Advantage 3 modules by July 1, 2006 within the established budget
- Provide end-users with a user-friendly, web-based, integrated administrative services system
- Ensure that people and organizations are ready for change
- Consolidate the system and technology architecture



eMARS – Goals and Objectives cont....

- Preserve the upgrade path to new releases by baselining most of the modifications and deploying an effective retrofit strategy for site-specific modifications
- Focus on training, knowledge transfer and integrated teams to position the Commonwealth for self-sufficiency post-implementation



eMARS – Project Scope

- Completion of the “create” and “achieve” phases of the project:
 - Create Phase:
 - Technical environment
 - System software design and testing
 - Interfaces
 - Conversions
 - Training materials and documentation
 - Reports and forms
 - Achieve Phase:
 - Transition and change management
 - Readiness assessment and cutover
 - Go-live!
 - Post-implementation



eMARS Key Dates – Agency Implementation

- Chart of Accounts
 - Introduction – August 2005
 - Decentralized Structure Decisions – Q1 2006
- Security and Approvals Workflow
 - Identify Agency Security and Approvals Workflow Lead – Q3 2005
 - Agency involvement – Q3 2005 through post-implementation



eMARS Key Dates – Agency Implementation

- Interfaces
 - Identify Interface Lead – June – July 2005
 - Training and Specifications – Q3 2005
 - Development and Testing – Q3 – Q4 2005
- Conversion
 - Identify Conversion Lead – Q3 2005
 - Data Cleansing – extensive process – Q1 2006
 - Departmental/Legacy conversion
 - Q3 – Q4 2005 to Identify
 - Q2 2006 to Convert
 - System Conversion – Q2 2006



eMARS Key Dates – Agency Implementation

- Reporting
 - Identify Reporting Lead – Q3 2005
 - Agency-specific reporting analysis - Q3 - Q4 2005
- User Acceptance Test – Agency Support
 - Q4 2005
- Agency Training
 - Detailed on next slides
- Execution of Additional Tasks for Agency Implementation – Q1 – Q2 2006



eMARS – AI Training Key Dates

- Training Needs Assessment Survey – June 2005
 - Analysis – completed July 2005
- AIL Training – September through November 2005
 - Functional Areas
 - Technology-based Learning (TBL) and Independent Study Guides (ISG) Training
- Interface Training – July and August 2005
- Security and Approvals Workflow Training
 - Q4 2005



eMARS – AI Training Key Dates

- Training Registration
 - Q1 2006
- Data Warehouse Reporting Training
 - Design Course – Q2 2006
- End-User Training
 - Train-the-trainer approach/training – Q1 2006
 - End-user training – throughout Q2 2006 through post-implementation



eMARS – Key Dates – Summary

Implementation					Post-Implementation
June 2005	Q3 2005	Q4 2005	Q1 2006	Q2 2006	
Training Needs Assessment Survey	Training Needs Assessment Analysis	AIL Security and Approvals Workflow Training	Training Registration	End-User training	
Interface Lead Identified	Departmental / Legacy conversion identification		Decentralized Structure Decisions – Data Cleansing	Data Warehouse Reporting Training	
	AIL Functional Training		End-User Train-the-trainer training	System Conversion	
	Interface Training	Input to Security and Approvals Workflow			
	Introduction to Chart of Accounts		Execution of Additional Agency Implementation Tasks		
	Identify Interface, Conversion, Reporting and Security and Approvals Workflow Leads				
	Agency-specific reporting analysis				

eMARS – Key Dates – Go Live

- **May 15, 2006**
 - Go Live with Requisitions/Solicitations, Budget, and Vendor Self Service (VSS)
- **July 1, 2006**
 - Go Live with full system



AIL Role and Responsibilities



AIL Role & Responsibilities

What is an AIL?

- Known as “**Agency Implementation Lead**”
- *An individual who plays a vital role in the success of the eMARS implementation within your agency*



AIL Role & Responsibilities

What does an AIL do?

Some major responsibilities of an AIL include:

- Serve as the ***liaison*** between and within your agency and the eMARS Project Team
- ***Coordinate and monitor*** implementation and post-implementation efforts of eMARS throughout your agency which includes:
 - Tasks associated with Agency Implementation



AIL Role & Responsibilities cont....

What does an AIL do?

Some major responsibilities of an AIL include:

- Ensure all information disseminated to the eMARS Team accurately represents your ***agency's needs***
 - Training Needs Assessment Survey
 - Decentralized Chart of Account Structure Decisions
 - Etc...
- Provide ***timely*** submission of your agency's information to the eMARS Team
 - Go Live – July 1, 2006



eMARS – AIL Tools and Resources

- eMARS website – work-in-progress
 - Communicate availability
- eMARS newsletter
 - Similar to MARS and Beyond newsletter
 - Available on eMARS website
- Agency Implementation Guide
 - Implementation Roadmap for AILs
 - Includes information such as itemized task lists
- eMARS Project Contacts
 - Available on eMARS website



AIL Effectiveness

How to RATE your effectiveness as an AIL:

Responsiveness – your involvement is essential to ensure your agency is represented throughout the eMARS project

Accuracy – ensure the information you provide accurately depict your agency's needs *Do not guesstimate*

Timeliness – providing information within the requested timeframe will prevent unnecessary delays and ensures your agency's needs have been included in the eMARS project efforts

Engaging Others – involving others makes for a smoother implementation for your agency



Walkthrough of eMARS Training Needs Assessment Survey



eMARS – Training Needs Assessment Survey – Key Points

- Timeliness in responding
 - Due Date – June 24, 2005 COB
 - Return To – Connie Camden
- Accuracy of Information
- Focus on Individuals who need eMARS functional training
- Training through Post-Implementation
- Training Implementation Limitations
 - Time
 - Facilities



eMARS – Training Needs Assessment Survey – Key Points

- AIL is Front Runner
 - Agency's training needs met
 - Delivered based on your information
- Training Needs Assessment Package (eMail)
 - Survey file
 - Survey worksheet file
 - Instruction
- Training Assessment Survey Questions
 - Contact Kathy Hutcherson CRC
 - Kathy.hutcherson@ky.gov
 - 502 564 9641 ext 113



eMARS Training Needs Assessment Survey

General Information



Date Due: Friday, June 24, 2005 C.O.B

E-Mail File To: Connie.Camden@ky.gov

Section 1 - Cabinet and Agency Information

Cabinet/Agency:

Section 2 - Agency Contact Information

Contact Type	Last Name	First Name	e-Mail	Phone #	
Agency Implementation Lead (AIL):					
Training Team Lead (TTL):					

Section 3 - Potential Trainers within Your Agency

Identify staff within your agency who are interested in serving as a trainer.	Last Name	First Name	e-Mail	Phone#	Area of Expertise
1					
2					
3					
4					
5					

Section 4 - Potential Training Sites within Your Agency

Provide information on any training facilities or computer labs within your agency that would be available as a "potential " training site if needed. Computers must be Internet ready.	Address	City	Scheduling Contact	Phone#	Student Capacity
1					
2					
3					

Section 5 - INFORMATIONAL ONLY

Potential Training Sites

Frankfort

Jefferson County - Louisville

Northern Region - Covington

South-Central Region - Bowling Green

Eastern Region - Hazard

Western Region - Paducah



eMARS Training Needs Assessment Survey

Overall Functional Needs

Date Due: Friday, June 24, 2005 C.O.B.

E-Mail File To: Connie.Camden@ky.gov

Section 1 - Cabinet and Agency Information

Cabinet and Agency:

Section 2 - Functional Training Needs

Identify total number of users by region for each functional course listed below.	Total # Frankfort	Total # Jefferson County - Louisville	Total # Northern Region - Covington	Total # South-Central Region - Bowling Green	Total # Eastern Region - Hazard	Total # Western Region - Paducah	Total All Regions
Functional Courses							0
Intro to ADV3 *							0
Chart of Accounts *							0
Applied Budget Controls *							0
General Accounting							0
Revenue & Accounts Receivable							0
Projects & Grants							0
Accounts Payable Procurement							0
General Accounts Payable							0
Procurement							0
Procurement Card Administration							0
Fixed Assets							0
Reporting							0
Travel							0
Functional Training Grand Total							0

Section 3 - Specialized Courses

Specialized Courses are not intended for the basic eMARS users. These functions are generally performed by a designated individual(s) at a central agency location.	Total # Frankfort	Total # Jefferson County - Louisville	Total # Northern Region - Covington	Total # South-Central Region - Bowling Green	Total # Eastern Region - Hazard	Total # Western Region - Paducah	Total All Regions
Cost Allocation							0
Disbursements							0
Check Writer							0
Inventory							0
Report Designer							0
Specialized Training Grand Total							0

Section 4 - General Computer Skills - For Agency Use

Use this section to identify the number of users by region who will need general computer training in preparation for the functional eMARS courses. eMARS Training Team will not be delivering these courses.	Total # Frankfort	Total # Jefferson County - Louisville	Total # Northern Region - Covington	Total # South-Central Region - Bowling Green	Total # Eastern Region - Hazard	Total # Western Region - Paducah	Total All Regions
Introduction to Computer Skills							0
Windows Operating System							0
Microsoft Outlook							0
Internet (Web)							0
Word Processing (MS Word)							0
Spreadsheets (Excel)							0
General Computer Skills Training Grand Total							0

*** Indicates mandatory prerequisite course for all users requiring eMARS training.**

AIL Next Steps

AIL Next Steps – MARS Training

- MARS training will stop October 31, 2005
 - Resources needed to work on eMARS training
 - MARS training manuals available on CRC website
 - Knowledge Transfer
 - CRC available for MARS questions



AIL Next Steps

- Training Team Lead (TTL) Meeting – August 2005
- Training Needs Assessment Survey, Worksheet and Instructions emailed to all AILs
- AILs compile survey data for their agency(ies)
- AILs e-mail survey back to Connie Camden by COB June 24th
- eMARS Team perform data analysis

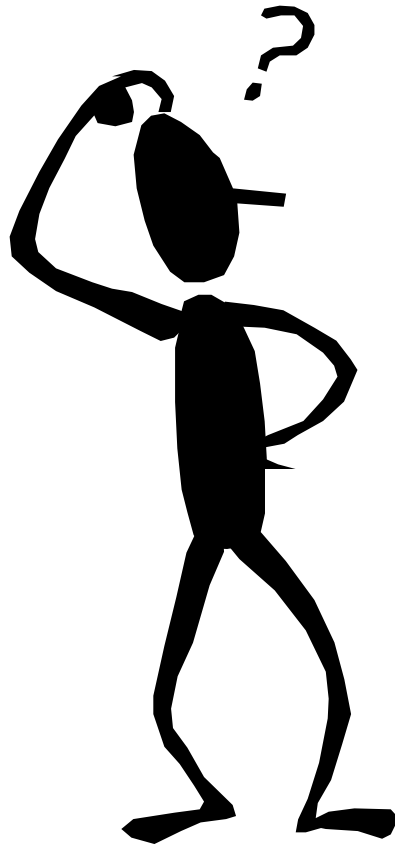
AIL Next Steps cont...

- Identify Number of Training Sessions and Trainers and Sites
- Train-the-Trainer Sessions
- Registration to begin Q1 2006
- Training to begin Q2 2006
- Verification of Contact Spreadsheet
<http://finance.ky.gov/internal/mars/agencycontacts.htm>

And select Agency Implementation Contacts



eMARS AIL Kickoff – Q&A



Questions?